

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB00-16

Date: August 3, 2000

Expiration Date: 06/30/01
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TO: LOCAL WORKFORCE INVESTMENT AREAS
CHIEF ELECTED OFFICIALS
CALIFORNIA WORKFORCE INVESTMENT BOARD STAFF
WID STAFF

SUBJECT: SUPPLEMENTAL DATA COLLECTION PROCEDURES

The purpose of this information bulletin is to outline a procedure that will be used to report the employment status of clients who terminated from the Job Training Partnership Act (JTPA) program in the October to December 1999 quarter.

On November 14, 2000, the first Workforce Investment Act (WIA) quarterly report will be due to the Department of Labor (DOL) for the period ending September 30, 2000. The DOL requires states to report only those performance outcomes for which data are available. The first quarterly report will include performance outcomes on the Entered Employment Rate measure for JTPA clients who terminated from the program in the October to December 1999 quarter. However, these clients have exited and are not being tracked in the new WIA Job Training Automation system. The employment status of these JTPA terminees in the first quarter after their exit needs to be determined so that the State can include them in the calculation of performance outcomes for each respective Local Workforce Investment Area (LWIA).

The State is required to use the Unemployment Insurance Base Wage File (BWF) to determine employment status. However, for those individuals not found in the BWF, DOL allows the use of supplemental information to verify employment. The DOL requirements pertaining to the collection and use of supplemental data are specified in *Training and Employment Guidance Letter (TEGL) 7-99*, dated March 3, 2000.

Supplemental information may be collected through case management follow-up services and/or telephone responses from participants. All methods and data used to verify employment must be documented and will be subject to audit. Documentation must include copies of W-2s, pay stubs, 1099 forms, and/or employment verification letters. The LWIAs must develop their own procedures for capturing supplemental employment data in accordance with federal requirements contained in *TEGL 7-99*. The *TEGL 7-99* is available on the Internet at <http://www.usworkforce.org> and should be reviewed by LWIAs prior to developing local procedures.

To determine the employment status of the JTPA participants who terminated from the program during the October to December 1999 quarter, the State will match their social security numbers (SSN) against those in the BWF to see if they were employed in the first quarter after exit (January to March 2000). In early September 2000, LWIAs will be notified of those SSNs that were not found in the BWF. The LWIAs will then have

30 days to gather the supplemental employment information and report it to the State on the attached form. If a LWIA does not collect and report supplemental data for the clients that were not located in the BWF, the termination may be counted as a negative outcome for performance measurement.

The State will use the data from the attached Supplemental Data Collection Form to calculate the WIA Entered Employment Rate for Adults, Dislocated Workers, and Older Youth in each LWIA. This information will be included in the WIA quarterly report that is due to DOL on November 14, 2000. The State will provide LWIAs with their performance results for the first quarter following the submission of the DOL quarterly report. A similar form will be provided to report supplemental data to the State in subsequent quarters.

If you have any questions regarding the supplemental data collection process, please contact Roberta Blagg, Performance Management Unit, at (916) 654-8295.

/S/ BILL BURKE
Chief

Attachment

SUPPLEMENTAL DATA COLLECTION FORM
Employment Status of Job Training Partnership Act Terminees
First Quarter After Exit
(January-March 2000)

FAX TO: Workforce Investment Division
Performance Management Unit
By October 15, 2000
(916) 654-9586

Local Workforce Investment Area Name: _____
Please list the number of clients employed for any length of time during the period from January-March 2000. Include only those clients for whom you have obtained documentation of employment. Documentation must include copies of W-2s, pay stubs, 1099 forms, and/or employment verification letters. Documentation must be stored in the client folders and be made available for audit purposes.

JTPA Customer Group	JTPA Grant Code		Number Employed During January-March 2000 Quarter
Title IIA Adult	220		
Title II 5 Percent Incentive	110	Age 18	
		Ages 19–21	
		Ages 22+	
Title II Older Workers	230		
Title IIC Youth	270		
Title III Formula	515		
Title III 40 Percent	560-599		

Signature: _____

Telephone Number: _____ **Date:** _____